

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1214

TITLE: LEGISLATIVE LIAISON

GRADE: S-31

DEFINITION:

Under the direction of the Legislative Director and as part of the County's federal and State intergovernmental relations program, advocates and presents information on Board initiatives and positions; participates in the development and operation of a more formalized County process for the federal government relations function; assists in the coordination and logistical operations of the legislative program; supervises technical and support operations including the research and culling of data for the federal and State government relations function; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Legislative Liaison is distinguished from the Legislative Director in that the Legislative Liaison has less than full responsibility for legislative activities of the County authorized by the Board of Supervisors, works in collaboration with the Legislative Director and extends coverage of legislative matters; where the Legislative Director manages the State intergovernmental relations function and reports to the County Executive and Board of Supervisors.

ILLUSTRATIVE DUTIES:

Along with the Director, coordinates information at staff level between Congressional and State delegation offices for analysis, testimony, visits by government body or executive staff, or similar activities;

Collaborates with the Legislative Director for development and implementation of the Board of Supervisors' legislative and State budget initiatives/positions;

Helps to assess the policy impact of and response to proposed legislation affecting the County in coordination with all County agencies;

Researches, analyzes, and evaluates issues and prepares reports on all assigned federal and State legislation or studies so that executive recommendations can be formulated for consideration by the Board;

Provides substantive assistance to the Legislative Director in coordination of all operational, logistical and technical aspects of the government relations function, e.g. meetings, issues and strategy;

Advocates and presents information on Board initiatives and positions at committee meeting, public hearings, as assigned;

Oversees and provides input to the work of the legislative assistant and the Legislative Review Team in the analysis of legislation;

Participates in the tracking of the progress and status of relevant State and federal legislation and develops related documentation;

Coordinates the annual distribution of all enacted State legislation to County departments which have primary responsibility for implementation;

Helps supervise the administration of the County's State legislative tracking database and develops an appropriate federal tracking system;

Prepares documents appropriate to display on the County's website for government relations activities;

Collaborates with the Legislative Director to develop a more formalized County process for the federal government relations function, including identification and analysis of County priorities for advocacy;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of how to promote legislative or public policy interests with legislative and/or executive officials;

Considerable knowledge of how to assess operational or fiscal aspects of public policy issues;

Considerable knowledge of how to use the full range of desktop software products;

Working knowledge of the federal, State, regional and/or local legislative processes, including structure and operation;

Ability to develop and implement County legislation and State budget initiatives;

Ability to work with diverse groups, with competing interests to develop collaborative positions;

Ability to research, analyze and evaluate issues and prepare reports on legislation;

Ability to track the progress and status of legislation;

Ability to communicate both orally and in writing at an advanced level;

Ability to supervise the work of others.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four year college or university and five years of experience promoting legislative or public policy interest with legislative and/or executive officials in the federal, State and/or local government sector or similar experience in the non-profit or private sector, with particular emphasis on the federal level.

CERTIFICATES AND LICENSES REQUIRED:

Upon employment, State or federal registration as a lobbyist, as required by law.

NECESSARY SPECIAL REQUIREMENTS:

This position may require extensive travel. The individual in this position may be expected to live in Richmond for all or part of the annual legislative session of the Virginia General Assembly. The position will also require attendance at legislative meetings throughout the year, primarily in Richmond, as well as other sites in the State and in Washington, D.C.

RETITLED: July 14, 2006
ESTABLISHED: April 28, 2005